



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

# SUPERVISING GOVERNMENTAL AUDITOR I

### DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST** Sacramento Only

**WHO SHOULD  
APPLY**

**Competition limited to State Employees only.** Applicants must have a permanent civil service appointment with the California Department of Social Services. All applicants must meet the minimum qualifications for this examination by the final filing date. **(See General Information for exceptions to this requirement.)**

**HOW TO APPLY**

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate examination title on your application. Applications received without an exam title will not be accepted and returned to the sender. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**APPLICATION  
DEADLINE**

**FINAL FILING DATE: DECEMBER 13, 2005**

Applications (STD 678) must be **POST MARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted for any reason.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

**REQUIRED  
IDENTIFICATION**

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY RANGE**

**\$4,746 - \$5,726**

**QUALIFICATIONS  
APPRAISAL  
INTERVIEW**

It is anticipated that interviews will be held in **January/February 2006**. Ordinarily, these are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the Department listed. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N**

**SUPERVISING GOVERNMENTAL AUDITOR I  
JB10 - 4142**

**FINAL FILING DATE: DECEMBER 13, 2005  
EXAM CODE: 5BP37**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the minimum qualifications. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM  
QUALIFICATIONS****Either I**

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to that of a Governmental Auditor III.

**Or II**

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a crew engaged in conducting a variety of audits or financial examinations.

Education: Either

1. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law. or
2. Completion of a collegiate-grade residence institution of the equivalent of sixteen semester hours of professional accounting courses including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**SPECIAL  
REQUIREMENT**

Ability to qualify for a fidelity bond.

**POSITION  
DESCRIPTION**

Under direction, to direct either a small staff or assist in the direction of a large staff conducting audits of accounts and records of governmental jurisdictions requestion, expending or accountable for State funds either to determine jurisdiction's need of assistance and financial condition, or to verify proper reporting and the legality and propriety of expenditures; and to do other related work.

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL - WEIGHTED 100%****A. Knowledge of:**

1. General accounting and auditing principles and procedures.
2. Specialized auditing practices and procedures as used in auditing governmental jurisdictions.
3. Governmental accounting and budgeting.
4. Principles and techniques of personnel management and supervision.
5. Principles of public finance.
6. Business law.
7. The Department's Equal Employment Opportunity Program objectives.
8. A Manager's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity action objectives.

(CONTINUED ON THE NEXT PAGE)

**EXAMINATION  
INFORMATION  
(CONTINUED)****B. Ability to:**

1. Apply general accounting and auditing principles and procedures.
2. Apply specialized auditing practices and procedures as used in auditing governmental jurisdictions.
3. Plan, organize, and direct the work of a staff engaged in audits of accounts and records of governmental jurisdictions having programs financed by State appropriations, loans, grants-in-aid, or subventions.
4. Develop policies and procedure for the statewide auditing program.
5. Apply provisions of the law, legal opinions, and court decisions and departmental policies, rules and regulations related to the work.
6. Analyze data and draw sound conclusions.
7. Analyze situations accurately and adopt an effective course of action.
8. Prepare clear, complete, concise reports.
9. Establish and maintain cooperative relations with those contacted in the work.
10. Communicate effectively.
11. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**EDUCATION/  
EXPERIENCE  
INFORMATION**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS  
PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

**If you meet the requirements** stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

(CONTINUED ON THE REVERSE SIDE)

## GENERAL INFORMATION (CONTINUED)

The California Department of Social Services and the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an optional oral presentation is conducted, in addition to the scope described on the this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICE**  
**P. O. BOX 944243**  
**SACRAMENTO, CA 94244-2430**

---

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.

(11/05)